

LIST OF SUBCONTRACTORS AND SUPPLIERS FORM

Requirements for a Bona Fide Subcontractor

- Subcontractor should have a **registered trade name** and a telephone listing under that name.
- Subcontractor should have a license (if applicable).
- Subcontractor should have liability insurance or a subcontractor bond.
- Federal Tax Identification Number.
- A signed contract between the subcontractor and the prime contractor containing Federal Labor Standard Provisions.
- If subcontractor's only employee is the owner, the subcontractor will be required to submit certified payrolls indicating only that he/she is the owner, the hours worked and the classifications. The phrase "**self-employed owner**" shall be written under the name, address and social security number.

List of Subcontractors and Suppliers Form

- This list of all subcontractors and suppliers must be submitted at the beginning of the project by the prime contractor. (Non-Minority subcontractors must be included)
- The list should contain ALL subcontractors'/suppliers' names, type of work/services, amount of contracts, MWDBE status and approximate start date.
- All subcontractors and suppliers (MWDBE's and Non-MWDBE's) must be included on this form, regardless of contractual amount.

Reminder Notes:

1. This form is not optional.

2. It must be submitted at the beginning of the project.

3. Every item must be completed.

4. You must indicate the complete project number and description of the project.
[for example: WW #4247-01 (S-0003-03-3) followed by a description of the project]

5. If there are any changes to this list, an amended list must be submitted.



CITY OF HOUSTON

AFFIRMATIVE ACTION AND CONTRACT COMPLIANCE

LIST OF SUBCONTRACTORS AND SUPPLIERS

(NON-MINORITY SUBCONTRACTORS MUST BE INCLUDED)

Prime Contractor:

Project Name/No.:

Contract Amount:

Subcontractor's/Supplier's Name

Type of Service
(Indicate either labor
or material supplier)

Contract Amount

Approximate
Start Date

Please be aware of the following Contract Compliance Requirements:

1. Payrolls and Contract Compliance Forms (CC-Forms) must be submitted for all Subcontractors (including 2nd tier and 3rd tier) with contracts over \$2,000.00.
2. CC-Forms must be submitted for all Suppliers with contracts over \$10,000.00. (Document 632)
3. All subcontractors and Suppliers (MWDBe's and Non-MWDBe's) must be included on this form, regardless of Contractual Amount.
4. This list is not OPTIONAL.